



# Weekly Management Report

## February 7, 2025

### **1. Synopsis**

Planning Commission

Meeting on January 13, 2025

**Community Development Department**



# MEMORANDUM



## COMMUNITY DEVELOPMENT

**DATE:** February 3, 2025

**TO:** Justin Hess, City Manager

**FROM:** Patrick Prescott, Community Development Director   
Via: Fred Ramirez, Assistant Community Development Director – Planning   
By: Diana Arias, Clerical Worker

**SUBJECT:** Planning Commission Meeting – January 13, 2025

- This memorandum goes over general information of the Planning Commission meeting that was held on January 13, 2025. There were two public hearings, and one report presented to the Planning Commission.
- Project No. 24-0001518 was presented to the commission by Associate Planner, Robert Keatinge, a request Amending Title 10, Chapter 1 (Zoning) and Making Other Related Amendments to the Burbank Municipal Code to Implement Burbank 2021-2029 Housing Element Program No.22 Related to the Update of Project Appeal Procedures, and Making Other Related Amendments.
- After commission discussion, Commissioner Mkrtooumian made a motion to approve recommending to the City Council approval of Project No. 24-0001518, a request Amending Title 10, Chapter 1 (Zoning) and Making Other Related Amendments to the Burbank Municipal Code to Implement Burbank 2021-2029 Housing Element Program No.22 Related to the Update of Project Appeal Procedures, and Making Other Related Amendments. Seconded by Commissioner Safarian. Motion passes by a 3-0 vote.
- Project No. 16-0003953 was presented to the commission by Principal Planner, Daniel Villa, to receive public comments on the Draft Environmental Impact Report (EIR) for the proposed 2500 North Hollywood Way Hotel Project, A new seven-story dual brand hotel (the Hotel), consisting of 420 rooms and a separate, detached four-story parking garage (the Garage). The Garage would consist of valet-only parking, providing up to 766 parking spaces. An additional 285 parking spaces would be provided outside of the parking garage as surface parking. Up to a total of 1,051 parking spaces would be provided on-site. This public hearing is being held during the 45-day review period that started on December 16, 2024, and will end on January 29, 2025. No decisions on the Project were made by the Planning Commission at this meeting, only public comments were received on the Draft EIR.  
After public comment and Commission discussion, the item was noted and filed.

- Report for the City of Burbank Greenhouse Gas Reduction Plan Status Report and 2022 Greenhouse Gas Inventory Update was presented by City of Burbank Water and Power Sustainability Officer, Drew Johnstone.